

**PORT OF NEWPORT MINUTES**

September 29, 2020  
Regular Commission Meeting

*This is not an exact transcript. The audio of the session is available on the Port’s website.*

This meeting was held virtually by invitation only. The public was invited to view the live stream of this meeting on our YouTube Channel, Port of Newport Commission Meeting Audio. Live chat was not monitored. The public could submit comment through a form on our website no later than 4:00 pm on Monday, July 27th, which was read into the meeting at the appropriate time.

**Agenda Item**

**Audio Time**

**I. CALL TO ORDER .....**

0:00

Commission President Jim Burke called the Regular Commission Meeting of the Port of Newport Board of Commissioners to order at 6:01 pm

**Commissioners Present:** Walter Chuck, Secretary/Treasurer (Pos. #1); Kelley Retherford (Pos. #2); Gil Sylvia, Vice President (Pos. #3); Jeff Lackey (Pos. #4); and Jim Burke, President (Pos. #5).

**Management and Staff:** Paula J. Miranda, General Manager; Aaron Bretz, Director of Operations; Mark A. Brown, Director of Finance & Business Services; and Karen Hewitt, Administrative Supervisor.

**Members of the Public and Media:** Angela Nebel, Summit Public Relations Strategies; Dustin Capri, Capri Architecture, LLC; Dietmar Goebel, DH Goebel Architect.

**II. CHANGES TO THE AGENDA .....**

0:15

Miranda made a correction to the Calendar/Future Considerations: Oregon Pacific Ports Association should be Oregon Public Ports Association.

**III. PUBLIC COMMENT .....**

1:16

No public comment was submitted.

**IV. CONSENT CALENDAR.....**

1:20

- A. Minutes 2020
  - 1. Regular Commission Meeting .....Jul 28
  - 2. Special Commission Meeting ..... Aug 6
  - 3. Special Commission Meeting ..... Aug 13
- B. Financial Reports
- C. Contracts
  - 1. 2020 NOAA UPS Battery Replacement M.C.Dean (\$14,763)
  - 2. New Dryers, South Beach Marina RV Park (\$15,000)
  - 3. Capri & Goebel Architecture Change Order (\$76.25)

**A motion was made by Chuck and seconded by Lackey to approve the Consent Calendar as presented. The motion passed 5 – 0.**

V. OLD BUSINESS..... 1:55

A. Items Removed from Consent Calendar

No items were removed from the Consent Calendar

B. Accounts Paid ..... 2:06

- 1. July 2020
- 2. August 2020

**A motion was made by Chuck and seconded by Lackey to approve the Accounts Paid. The motion passed 5 – 0.**

VI. NEW BUSINESS

A. Emergency Removal Bilge Waste Tank (\$21,708)..... 2:23

Bretz introduced the Staff Report included in the Meeting Packet. He added that only one vendor said they could remove the tank without removing the roof, which was built over the tanks after they were lowered into the structure. Bretz said the vendor, Alpha Environmental, was already paid to clean the area. The next step was to remove the old tank and the other contaminated material. He clarified the amount in the recommended motion was in addition to the \$5,840 already spent, which was in Miranda’s authority. Bretz said it was too early to estimate the cost to replace the tanks, as there were several options to consider. Miranda added that this was not included in the budget but could fall within contingencies. She added the drainage project did run over budget because of delays and new findings, which had taken an amount out of budgeted contingencies. Burke said costs may add up as a new building was constructed.

**A motion was made by Lackey and seconded by Retherford to authorize the General Manager to contract with Alpha Environmental to remove the old bilge waste tank and clean the facility in an amount not to exceed \$21,708.00 which includes a 10% contingency.**

B. Electrical Engineer Work for Port Dock 5 ..... 8:51

Bretz introduced the Staff Report which was submitted as an Addendum to the Meeting Packet. He commented it had taken longer to get bids as the two most qualified companies were impacted by fires. The two proposals were evaluated, and management determined Alliance was the best option. They were well qualified and had completed work at the terminals in the Port of Seattle. They submitted a thorough proposal on new pedestals and upgrading to 50-amp service. Their proposal was within the budgeted \$25,000.

**A motion was made by Retherford and seconded by Sylvia to authorize the General Manager to negotiate a contract with Alliance Consulting Engineers in an amount not to exceed \$25,000. The motion passed 5 – 0.**

VII. STAFF REPORTS

A. General Manager ..... 11:27

- 1. Director of Finance & Business Services
  - a) July Occupancy Report
  - b) August Occupancy Report

## 2. Director of Operations

Miranda introduced the reports included in the Meeting Packet. She added there were a lot of cancellations at the RV Park during the smoke, but beyond that the recreational facilities have been doing quite well. They are still busy for this time of year, but it should start slowing down. Regarding the Port Dock 5 Pier Project, Miranda commented that there was a wait for the EDA to approve the HDR Engineering contract. HDR is now reviewing the information for developing an RFP to move forward with the construction work, which should go out in the next two to three weeks. She added there about 5 days of in-water work. She said the Port would request an extension from the Army Corps of Engineers (ACOE) if more time were needed. Miranda said pricing would probably be presented at the next Regular Commission Meeting. She commented the Port is still looking for grant opportunities for this year and she had a good conversation with MARAD. Miranda said it has been difficult to find new businesses during the pandemic, but she has been talking with some possible opportunities.

Miranda said the Port is switching IT support to HYAK and will start to move to Office 365 and storage in the cloud starting September 30<sup>th</sup>. She mentioned some seized vessels were sold; the Port would prefer to negotiate with those who are behind on their bills. The Port as a public entity cannot allow public assets to be used without payment. She gave kudos to Brown for his work on decreasing debt owed to the Port. Miranda said the Port has also worked with the County to address drainage on the 9-acre property that was the County's responsibility but was leading some people to consider areas as wetlands. She said a wetlands delineation was completed and a report would be done soon. She added it was important for the Port to have as much developable land as possible.

Miranda praised Bretz for his work with the ACOE regarding dredging in the Commercial Marina. If ACOE decides to move forward, the next step will be the completion of a feasibility study, for which the Port would pay 50%. Miranda said she read the draft Economic Analysis report prepared by the ACOE, which she believed would help moving forward with replacing Port Dock 7. The dredging would provide proper depth for larger vessels entering the marina.

Miranda advised the OPPA Conference would now be virtual, held on October 1<sup>st</sup>. There would be an annual meeting, there may be presentations from the Department of State Lands and the Oregon State Marine Board, along with Friends of the Port awards being presented to Arnie Roblan and Caddy McKeown as they leave office. Miranda said she was invited to be on the OPPA Board as Secretary, which would be good for the Port.

Chuck asked if the only in-water work on the Port Dock 5 Pier Project would involve pilings and suggested requesting an extension now. Bretz confirmed it would be removal and driving of new piles. Chuck also commented that he heard the new dumpsters at South Beach were being roughly handled by Thompson's Sanitary. Bretz said he would speak with Chris Urbach about his conversations with Thompson's. Sylvia asked how often dredging was needed in the commercial marina and about the difference between initial and maintenance dredging. Bretz said initial dredging would establish a depth and maintenance dredging would keep it. He added the water flow at the Commercial Marina was different than at NOAA, and a federal project at the South Beach Marina worked similarly to what would happen at the Commercial Marina. The ACOE would maintain the federal channel and the Port would maintain around the berths and docks.

Miranda asked if the Commission would approve signing approvals and documents electronically; there was no objection from the Commissioners.

**VIII. COMMISSIONER REPORTS/COMMENTS** ..... 35:46

Retherford asked if missing the in-water work period for the Port Dock 5 Pier Project would mean waiting for another year and if it would affect other projects. Miranda said if the in-water work period was missed and an extension was not granted, the project would have to wait until next year, but the grant and permits would still be good for another year. The Port would need to secure the pier so that it wouldn't become a liability for the Port. Chuck expressed concern if the pilings were pulled out in November at the start of the crab season. Bretz stated the intent was to have as little impact as possible and would include a temporary structure for access down to the boats. Chuck suggested notifying the fishing community as soon as possible. Bretz said the plan included at least two Commercial Fishing Users Group Committee meetings to work with them.

**IX. CALENDAR/FUTURE CONSIDERATIONS** ..... 41:20

Chuck commented that in the past the Commission had avoided holidays for Regular Meetings. There was consensus to change the November meeting to the 17<sup>th</sup> and the December meeting to the 15<sup>th</sup>. Miranda asked if any Commissioners wanted to attend the OEDA or PNWA Conference, which would be virtual and free this year, they could sign up themselves or contact Miranda or Hewitt to sign them up.

**X. PUBLIC COMMENT** ..... 44:14

There was no public comment submitted.

**XI. ADJOURNMENT** ..... 44:16

Having no further business, the meeting adjourned at **6:46 pm**.

ATTESTED:

**james m burke** Digitally signed by james m burke  
Date: 2020.11.02 14:27:41 -08'00'

Jim Burke, President

**Gil Sylvania** Digitally signed by Gil Sylvania  
DN: cn=Gil Sylvania, o=Port of Newport, ou=Port of  
Newport Commission,  
email=sylviag@portofnewport.com, c=US  
Date: 2020.11.06 15:51:04 -08'00'

Gil Sylvania, Vice President